United Nations ST/AI/2018/2

Secretariat

1 January 2018

Administrative instruction

Special education grant and related benefit for children with a disability

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing staff regulation 3.2 (a) and staff rule 3.9 (see ST/SGB/2018/1), promulgates the following:

Section 1
Purpose

1.1 The purpose of the special education grant and related benefit is to provide an eligible staff member with financial support to contribute to the costs related to the education of a child with a disability.

Section 2
Eligibility

2.1 A staff member in any category holding an appointment other than temporary is eligible for the special education grant and related benefit (i.e. reimbursement of capital assessment fees), including when serving in the recognized home country.

Section 3
Conditions of entitlement

3.1 The special education grant and related benefit is available to an eligible staff member provided that:

(a) The Medical Services Division of the Office of Human Resources Management certifies that the child:

(i) Is unable, by reason of physical or mental disability, to attend a regular educational institution and therefore requires special teaching or training, on a full or part-time basis, to prepare him or her for full integration into society; or

(ii) While attending a regular educational institution, requires special teaching or training to assist him or her in overcoming the disability; and

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(b) The staff member demonstrates that she or he has exhausted all other sources of benefits that may be available for the education and training of the child, including those provided by States, local governments and medical insurance.

3.2 The entitlement commences from the beginning of the school year in progress when the need for special teaching or training is certified, unless the certificate indicates a different date, or from the date the staff member becomes eligible.

Section 4
Exclusions and cessation of entitlement

4.1 A staff member assigned to a non-family duty station is not authorized to be accompanied by family members. Consequently, a staff member shall not be eligible for a special education grant and related benefit in respect of a child attending an educational institution at a non-family duty station.

4.2 A staff member ceases to be eligible for the special education grant and related benefit when the child in respect of whom the staff member was in receipt of the entitlement:

(a) Ceases to be in full-time attendance at an educational institution; or

(b) Is awarded the first recognized post-secondary degree or up to the end of the academic year in which the child reaches the age of 28, whichever is earlier.

Section 5
Special education grant: admissible educational expenses

5.1 The special education grant will be computed on the basis of the following educational expenses:

(a) Expenses required to provide an educational programme designed to meet the needs of a child with a disability so that he or she may attain the highest level of functional ability. Those expenses may include:

(i) Expenses for special teaching or training services;

(ii) Other expenses, including tuition, enrolment-related fees and the purchase of textbooks and meals at school, which are directly related to mandatory educational programmes and not related to extracurricular activities;

(iii) Expenses for special equipment required to meet the child's educational needs;

(iv) Expenses for full board (food and lodging), including in the case of a child attending an educational institution at the duty station when such boarding is an integral part of the educational programme;

(b) Expenses incurred for local transportation required by the child with a disability as certified by the Medical Services Division.

5.2 All other expenses that are not listed in section 5.1 above, including expenses covered or partially covered by medical insurance, shall be deemed non-admissible.

Section 6
Amount of the grant

6.1 The admissible educational expenses actually incurred for each child with a disability who is unable to attend a regular educational institution, or who attends on a full-time basis a regular educational institution that provides the necessary special arrangements, will be reimbursed at 100 per cent, subject to the following:

(a) The overall maximum amount of the grant shall be equal to the upper limit of the top bracket of the global sliding scale applicable to the education grant scheme indicated in paragraph 2 (a) of the annex to the present instruction;

(b) If the child is boarding for the purpose of attending an educational institution, the amount equivalent to the boarding lump sum of the education grant scheme and related benefits will be added to the overall maximum amount mentioned in section 6.1 (a) above, as indicated in paragraph 2 (b) of the annex.

6.2 When the expenses for full-time attendance at a regular educational institution are reimbursed under the regular education scheme governed by the provisions of administrative instruction ST/AI/2018/1, admissible educational expenses incurred for special teaching and training outside the educational institution and for boarding shall be reimbursed at the 100 per cent rate. The combined total of the two grants shall not exceed the amount specified in paragraphs 2 (a) or 2 (b) of the annex, as applicable.

6.3 If a staff member is not entitled to the regular education grant for the child in full-time attendance at a regular educational institution, admissible educational expenses incurred for special teaching and training outside a regular educational institution will be reimbursed against the special education grant at the 100 per cent rate, subject to the maximum amount specified in paragraph 2 (a) of the annex.

6.4 Equipment for educational purposes in all cases will be reimbursed up to a maximum of two thirds of the amount payable for the flat sum for boarding within the applicable maximum amount mentioned in section 6.1 (a) above.

6.5 The amount of admissible educational expenses shall be reduced by the amount of any benefits that may be available from other sources, including scholarships, bursaries or similar grants for the child's special education and training, which shall be reported in line with section 3.1 (b) above.

6.6 All scholarships, bursaries or similar grants received by or on behalf of the child shall be deducted first from those expenses that are not admissible, and the balance, if any, shall be deducted from the admissible educational expenses before the amount of the grant is computed. Any remaining balance will be deducted from the special education grant-related benefit.

6.7 Financial assistance in the form of loans to assist in the payment of educational expenses, which have to be repaid to a financial institution by the staff member or the child, are not considered to be scholarship, bursary or similar grants.

Section 7
Reimbursement of capital assessment fees

7.1 Capital assessment fees are mandatory non-refundable fees levied by educational institutions to fund the construction, upgrade, refurbishment and maintenance of buildings. Such fees, also known as building levies/funds/fees, capital levies/funds/fees, first-time parent fees and development fees, may be levied as a one-time payment upon initial enrolment, on an annual basis or on an as needed basis.

7.2 Capital assessment fees will be reimbursed at 100 per cent, in addition to the special education grant, upon certification from the institution that:

(a) The purpose of the fees is consistent with the description provided in section 7.1 above;

(b) The child's enrolment in the institution is conditioned upon the payment of the fees.

Section 8
Proration of amounts of the special education grant and related benefit

8.1 The amount payable to a staff member for the special education grant and the reimbursement of capital assessment fees shall be prorated according to any of the following conditions, which are not mutually exclusive and may be combined:

(a) Where the child attends an educational institution or is in boarding for less than two thirds of the academic year, the amount of the grant and related benefit shall be prorated on the basis of the period of attendance compared with the full academic year.[1] In the case of post-secondary studies where attendance is determined by semester, any educational expenses corresponding to the semester in which the child is not in full-time attendance are considered non-admissible and are not included in the computation of the special education grant;

(b) Where a staff member who is eligible for the grant and related benefit at the beginning of the academic year separates from service and the period of eligible service covers less than two thirds of the academic year, the amount of the grant and related benefit shall be prorated on the basis of the period of eligible service compared with the full academic year;

(c) Where a staff member's service with the Organization or eligibility for the grant and related benefit commences after the beginning of the academic year, the amount of the grant and related benefit shall be prorated on the basis of the period of eligible service compared with the full academic year. No expenses relating to the period of educational institution attendance prior to the date of appointment of a staff member or the date of eligibility for the grant shall be reimbursed;

(d) Where a staff member is on special leave without pay, the amount of the grant and related benefit shall be prorated on the basis of the period of eligible service compared with the full academic year;

(e) Where a staff member works on a part-time basis, the amount of the grant and related benefit shall be prorated on the basis of the eligible service compared with the full academic year.

8.2 Notwithstanding the provisions of section 8.1 above, the amount payable for the reimbursement of non-refundable capital assessment fees shall not be prorated, regardless of the duration of attendance, when a staff member changes duty stations during the course of the academic year and the child has to change educational institutions as a result of the staff member's movement. Should such change trigger a payment of capital assessment fees to the new institution, no proration shall apply.

8.3 When prorating is required, it will be computed on the basis of calendar days and expressed as a percentage of the number of calendar days of attendance or eligible

[1] Full-time attendance is determined on the basis of the certification provided by the school. When the child is in full-time attendance for two thirds or more of the academic year, the child is considered to have been in full-time attendance for the full year and no proration applies.

service over the total number of calendar days of the academic year of the educational institution. When the educational institution charges fees at different rates for various parts of the year, this shall be reflected in the prorating of the amount of the grant.

8.4 In accordance with staff rule 3.9 (f), when a staff member dies while in service at or after the beginning of the academic year, the special education grant and related benefit shall be paid in full for that academic year.

8.5 In accordance with section 11.2 of the administrative instruction on unsatisfactory conduct, investigation and the disciplinary process (ST/AI/2017/1), a decision to place a staff member on administrative leave without pay shall be without prejudice to the continuation of any special education grant to which the staff member may be entitled.

Section 9
Request for advances

9.1 An eligible staff member required at the beginning of the academic year to pay all or a portion of the expenses for full-time attendance at an educational institution may request an advance against the entitlement, including the reimbursement of capital assessment fees.

9.2 Any advance paid shall be considered as due from a staff member until the claim for payment of the special education grant and related benefit has been received and processed or until the advance is recovered from the staff member. A staff member is required to submit the claim for payment promptly, in accordance with section 10.1 of the present instruction. Recovery from the staff member's emoluments shall take place after the third month following the end of the academic year or upon separation from service, whichever comes first.

9.3 A staff member shall not be entitled to the payment of any special education grant and related benefit under the present instruction or the instruction on the education grant and related benefits (ST/AI/2018/1) until any and all outstanding advances have been settled, either through the receipt and processing of the relevant claims by the Organization and/or the recovery of any and all outstanding balances.

9.4 Requests for advances shall be made in accordance with the procedures set out in information circular ST/IC/2018/7.

Section 10
Claims for payment

10.1 A staff member shall submit a claim for payment of the special education grant and related benefit as follows:

(a) Within two months upon completion of the academic year;

(b) Upon cessation of the child's attendance;

(c) Before the date of separation.

10.2 Claims for payment of the special education grant and related benefit shall be submitted in accordance with the procedures set out in information circular ST/IC/2018/7.

Section 11
Travel

11.1 When the needs of a child with a disability require that the child attend an educational institution outside the duty station or beyond commuting distance from the duty station, notwithstanding national borders, travel expenses shall be paid for up to two round trips per school year between the educational institution and the duty station.

11.2 In exceptional circumstances, travel expenses may also be reimbursed for one person accompanying the child with a disability who cannot travel alone owing to the disability.

Section 12
Supporting documentation

12.1 A staff member is required to provide supporting documentation for a request for an advance or a claim for payment of the special education grant and related benefit. The staff member is responsible for the completeness and accuracy of all documentation submitted. Documentation provided by an educational institution may not be altered in any way.

12.2 A staff member shall retain, for a period of five years from the date of submission of a claim for payment, all relevant documentation, such as documentation provided by the educational institution, medical records, documentation showing the outcome of applications for benefits provided by States, local governments and medical insurance, and invoices, receipts, cancelled cheques and bank statements documenting expenditures.

12.3 When submitting a request for an advance or a claim for payment, a staff member attests to:

(a) The correctness of the information provided;

(b) Understanding of the obligation to retain the documentation for the period specified in section 12.2 above and to submit it upon request for monitoring and compliance purposes;

(c) Understanding of the obligation to inform the Organization of any changes in the information or estimates provided in support of their requests;

(d) Understanding that the Organization may conduct a compliance review of the request or claim;

(e) Understanding of the consequences of submitting incomplete, unsubstantiated or false information, as indicated in sections 12.4 below.

12.4 A staff member may be required to provide supporting documentation in its original form or scanned copies that are certified as having been seen by a United Nations official. Providing incorrect information or failing to provide the requested information within the applicable time frame or to report changes or alterations to the documentation, may result in one or more of the following:

(a) Rejection of the claim;

(b) Recovery of prior education grant, special education grant and related benefit payments;

(c) Any other administrative and/or disciplinary measure in accordance with staff rule 10.2, including dismissal for misconduct.

Section 13
Final provisions

13.1 The present instruction shall govern the administration of the special education grant and related benefit as of the academic year in progress on 1 January 2018 and beyond.

(*Signed*) Jan **Beagle**
Under-Secretary-General for Management

Annex

Global sliding scale for the education grant

1. The global sliding scale for the education grant is presented in the table below:

Admissible expenses (United States dollars)	*Maximum amount for calculation (United States dollars)*	*Reimbursement rate (percentage)*	*Maximum reimbursement amount (United States dollars)*
0–11 600	11 600	86	9 976
11 601–17 400	5 800	81	4 698
17 401–23 200	5 800	76	4 408
23 201–29 000	5 800	71	4 118
29 001–34 800	5 800	66	3 828
34 801–40 600	5 800	61	3 538
40 601 and above	–	–	–

2. The maximum special education grant is:

   (a) $40,600 without boarding;

   (b) $45,600 with boarding.